Curriculum vitae

Muhammad Lotfy Hassanein

Business developer specialist
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Job objective

To secure a position within a large progressive reputed company, working with high knowledge and high trained team works that enable the serious and ambitious person to achieve his ambitions and utilize all the administrative skills, qualifications and expertise to the optimum level to facilitate career growth. so I'm seeking a respectable position at Business developer specialist.

ACADEMIC QUALIFICATIONS

(2005-2009) - Bachelor of Law, Ain Shams University – grade good
(2008-2009) - Pass the course Arbitration Centre, Ain Shams University
(2009-2010) - Diploma in international trade, Ain Shams University.

POSITIONS HELD

(2009-2011) -Specialist Export and international shipping coordinator in AFG company
(2011-2012) - Secretary General of the Organization of Islamic legitimacy and Conference Coordinator
(now) - E-Marketing specialist and graphic designer at Badrit company - freelancer

skills

Computer Skills:

- Very Good Knowledge of computer maintenance and parts, software and Proficient in using Microsoft Windows XP, Vista, 7.
- Good knowledge of MS Office applications and Proficient in using Microsoft Office 2007/2010.

Language Skills:

- Native language Arabic.
- Good command of both written and spoken English.

Personal skills:

- Excellent communication skills.
- Identifying and solving problems.
- Ability to work under pressure & learn new tasks quickly.
- Ability to work individually or as an active team member.

Courses

This addresses a total of courses that studied through distance education instruction by famous companies in this field.

- Adobe Photoshop cs5.5 Advanced.
- Photoshop for Designers: series
- Photoshop CS5 Essential Training.
- Photoshop cs5 for web design
- Adobe illustrator cs5 Essential Training.
- Word 2010 - Essential Training.
- Publisher 2010 – Mailing in Depth.
- Word 2010 - Styles in Depth.
- Word 2010 - Creating Forms
- PowerPoint 2010 Essential Training
- Facebook Essential Training
- Access 2010 New Features
- Outlook 2010 Essential Training
- Outlook 2010 Power Shortcuts
- Effective Email Management
- Effective HTML Email and Newsletters
- Migrating from Outlook 2003 to Outlook 2010
- Acrobat X Essential Training
- Selling in hard time workshop - **Awareness**.

Best regard

Muhammad lotfy hassanien